



To participate in the CLV EPLAN Review you **must** name your files according to the pre-set naming standards established by the City of Las Vegas. These naming conventions and layout standards are identified in the following tables and graphics.



All file names **must** begin with the project number, for example **PRJ44552**. Drawings and documents submitted with non-standard file names will be rejected and result in delays processing your request.

### Drawing Files Naming Standards

Each drawing will be submitted by individual sheets with the following file naming standards. The types of file formats that will be accepted for drawings are: DWG/DGN - "Drawing" (CAD drawing file formats), DWF - Design Web Format (a secure file format developed by Autodesk) and Vector PDF (scalable) - Portable Document Format (Acrobat).

Each File Name starts with the Project Number.

For the Pre-Application Conference Request process, this is the **Project #** on your Project Invitation email.

#### Example Standard File Name:

<b>Pre-Application Conference Request</b>	PreApp2012000288_SP001
---	------------------------

#### Pre-Application Request

er Login: [B1casimire@gmail.com](mailto:B1casimire@gmail.com)  
 Project #: **PREAPP2012 - 000288**  
 Coordinator: CLV PreApp  
 Email: [CLVPreApp@lasvegasnevada.gov](mailto:CLVPreApp@lasvegasnevada.gov)  
[CLV EPLAN Access Link](#)

When the Pre-Application Conference is completed, you are assigned a **NEW** Project number with the prefix of **PRJ**.

#### Example Standard File Name:

<b>Planning Application Submittal</b>	PRJ44552_SP001
---------------------------------------	----------------

#### Planning Application

Project: **PRJ-44552**  
 Description: ACME BUILDING COMPLEX FINAL PHASE7  
 Task: ApplicantUpload  
 Assigned by: Barbara Casimire  
[Project Access](#) | [Login to EPLAN](#)

Drawing Type	Sheet ID	Sheet Number	Example File Names
Boundary Line Adjustment	BL	001-999	PRJ44552_BL001
Cross Section	CS	001-999	PRJ44552_CS001
Elevation	EV	001-999	PRJ44552_EV001
Final Map	FM	001-999	PRJ44552_FM001
Floor Plan	FP	001-999	PRJ44552_FP001
Landscape Plan	LP	001-999	PRJ44552_LP001
Parcel Map	PM	001-999	PRJ44552_PM001
Site Plan	SP	001-999	PRJ44552_SP001
Street Section	ST	001-999	PRJ44552_ST001
Tentative Map	TM	001-999	PRJ44552_TM001
Tentative Map - Wall Detail	TW	001-999	PRJ44552_TW001



## Document Files Naming Standards

Documents can be submitted in multiple-page format. The types of file formats that will be accepted for supporting documents are pdf, doc, docx, XLS, xlsx, and jpeg.

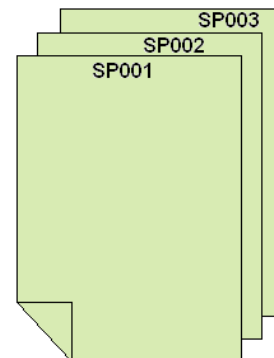
Document Type	Doc ID	Doc Number	Example File Names
Approval Letters	AL	001-999	PRJ44552_AL001
Application	AP	001-999	PRJ44552_AP001
Deeds/Grants	DG	001-999	PRJ44552_DG001
Development Impact Notification Assessment/ Project of Regional Significance	DI	001-999	PRJ44552_DI001
Drainage Studies	DS	001-999	PRJ44552_DS001
Exhibits	EX	001-999	PRJ44552_EX001
General Plan Map	GM	001-999	PRJ44552_GM001
Justification Letter	JF	001-999	PRJ44552_JF001
Legal Descriptions	LD	001-999	PRJ44552_LD001
List of Officers	LO	001-999	PRJ44552_LO001
Material Board	MB	001-999	PRJ44552_MB001
Master Development Plan	MD	001-999	PRJ44552_MD001
Master Sign Plan – Private Restrictions and/or Sign Criteria	MS	001-999	PRJ44552_MS001
Neighborhood Meeting Request	NM	001-999	PRJ44552_NM001
Parking Agreement or Analysis	PA	001-999	PRJ44552_PA001
Photo Files	PH	001-999	PRJ44552_PH001
Patent Reservation (Vacations Only)	PR	001-999	PRJ44552_PR001
PreApp Submittal Checklist	SC	001-999	PRJ44552_SC001
Statement of Financial Interest	SF	001-999	PRJ44552_SF001
Tentative Map Checklist	TC	001-999	PRJ44552_TC001
Traffic Impact Analysis	TA	001-999	PRJ44552_TA001
Traffic Study	TS	001-999	PRJ44552_TS001
Zoning Map	ZM	001-999	PRJ44552_ZM001

## Sheet Numbering Standards

### Original Submission

Assign a unique three digit number to each sheet starting with 001 (for example, SP001, SP002, and SP003). Numbers must be assigned in a sequential order.

Use only one numbering system for all sheets in the entire set, for each drawing or document type.

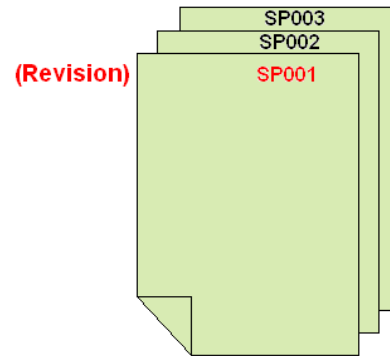




## Corrections or Revisions Submission

Number insertion pages to the original set required by corrections or revisions using a sequential letter appended to the original page number, so an insertion to page 001, become 001a, 001b, and so forth. The letter designates the sheets that are inserted between the two pages.

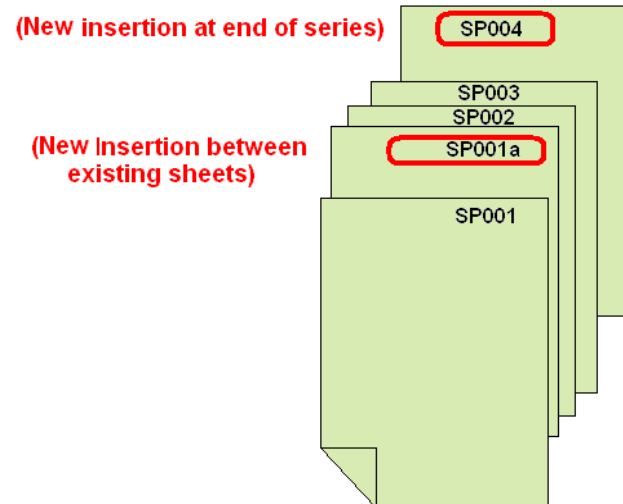
Use the **same sheet number** for a revision to an original sheet number. **Do not** alter the original Filename and sheet number in any way.



For new insertion sheets to the original set use a **sequential letter** appended to the original sheet number appearing before the new insertion, so insertions after sheet 001 and before sheet 002 becomes 001a, 001b, and so forth.

The letter designates the sheets that are inserted between the two existing sheets.

Use the **next** sequential sheet number when inserting a new sheet at the end of the original series.



## Drawings Format

Typical Planning Application drawings are 36 inches by 24 inches. Maximum drawing size is 42 inches by 30 inches.

### Border

A minimum of ½ inch border shall be provided on all sides of the drawing. See area **A** on the graphics.

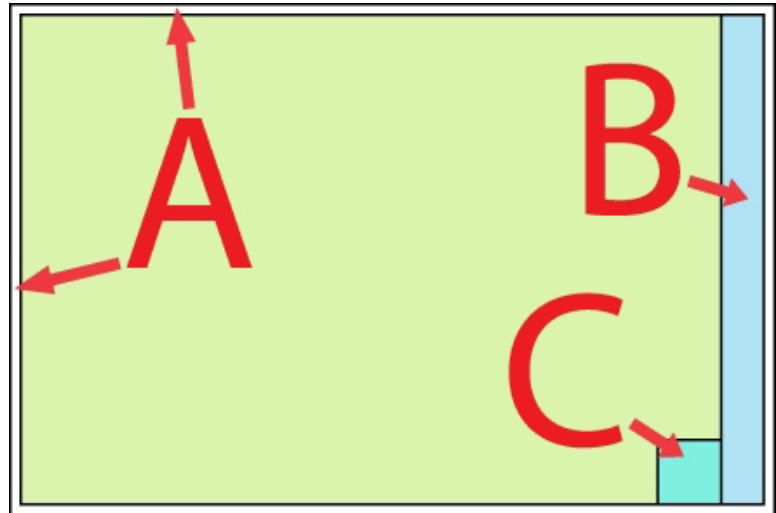
### Title Block

A title block shall be provided running up the right hand side of the drawing with a maximum of two inches. All sheet numbers shall be in the lower right hand side of the title block. See area **B** on the graphics.



## Stamp Area

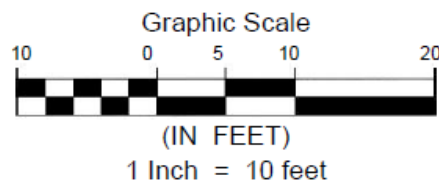
A 3" X 3" area must be reserved at the bottom right corner of **all** drawings for the Department of Planning's **Stamp**. The area should be immediately to the left of the Title Block. See area **C** on the graphics.



## Graphic Scale

The following graphic scale standards apply:

- Each Sheet must have a typical graphic scale as shown in figure to the right.
- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- All plans must be drawn to scale.



## Document Format

All created documents shall have a 1 ½ inch border at the bottom of the page. Reproduction of existing documents may be submitted as is. See area **D** on the graphics.

